

ISSUANCE DATE: 12/18/2013
CLOSING DATE: 01/08/2014

Gentlemen/Ladies:

SUBJECT: Solicitation for Personal Services Contractor (PSC) No. 61-2013
USPSC Senior Democracy Specialist, USAID/Kyrgyz Republic, Bishkek, Kyrgyz Republic

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking proposals (Optional Form 612) from persons interested in the PSC services described in the attached.

Submissions shall be in accordance with the attached information at the place and time specified.

Any questions may be directed to Samuel Matthews, Contracting Officer, and Tatiana Rossova, Personnel Specialist, who may be reached at FAX No. 7-727-250-76-34/35/36, or e-mail almaexo_hr@usaid.gov.

Offerors should retain for their records copies of all enclosures which accompany their proposals.

Sincerely,

Samuel Matthews
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 61-2013

1. SOLICITATION NUMBER: 61/2013
2. ISSUANCE DATE: 12/18/2013
3. CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS: 01/08/2014 (6 p.m. Almaty Time)
4. POSITION TITLE: USPSC Senior Democracy Specialist
5. MARKET VALUE: \$84,697-\$110,104 per annum (GS-14 equivalent) with 25% Post Differential (currently)
6. PERIOD OF PERFORMANCE: Two years
7. PLACE OF PERFORMANCE: USAID/Kyrgyz Republic, Bishkek, Kyrgyz Republic
8. JOB DESCRIPTION:

A) BACKGROUND

The Kyrgyz Republic is a small, landlocked and mountainous country of Central Asia with a population of just over 5.5 million people. It is the second-poorest country in Central Asia, with one-third of the population living below the poverty line. In the aftermath of the April 2010 violent change in government and the ethnic conflict in the south of the country in June 2010, the Kyrgyz Republic is emerging from a deep political and economic crisis. Significantly, the Kyrgyz Republic was also the first Central Asian state to experience a peaceful and democratic transition of presidential power in 2011. The success of its citizens in building a prosperous, democratic country could have important implications for all of Central Asia.

Despite the country's progress, impediments to development remain, including widespread corruption, low foreign investment, and a high unemployment rate. Approximately one-third of the Kyrgyz Republic's workforce is employed abroad, reducing the available pool of qualified labor. The implementation of democratic and key economic policy reforms remains a challenge, and limited energy resources and low agricultural productivity contribute to insufficient economic growth.

Nevertheless, the country is moving towards a more stable and representative democratic government that could be a regional model. In collaboration with the Government and people of the Kyrgyz Republic, USAID assistance has helped the country achieve substantial progress in the areas of economic growth, democratic governance, health care reform, improvement of basic education and agricultural development.

Kyrgyzstan's success or failure in its efforts to achieve successful democratic transition will have long-term ramifications for how democracy is viewed in this country and the broader region. Because it serves as a potential model for democracy in the region, and because of its proximity to South Asia and its potential to contribute to stability in nearby Afghanistan and Pakistan, the Kyrgyz Republic is of considerable geopolitical and strategic interest to the United States.

USAID has been active in the Kyrgyz Republic since 1992 when it established a USAID Country Office which was managed by USAID's Regional Mission in Almaty, Kazakhstan. Following the political crisis in 2010, and in recognition of the Kyrgyz Republic's importance to US foreign policy goals as well as the key role the country plays in serving as a model for democratic development in the region, USAID elevated the status of the USAID/Kyrgyz Republic Office to a full USAID Mission in summer 2013. Currently, the USAID/Kyrgyz Republic Mission is USAID's newest Mission headquartered in Bishkek with a sub-office in Osh, Kyrgyz Republic.

USAID/Kyrgyz Republic (USAID/KR) is responsible for managing a development program of over \$50 million, of which approximately \$25 million are dedicated to economic development activities spread across several sub-sectors: macro-economic policy, trade and investment, private sector development, agriculture, and clean energy. In addition to the Mission Director, the Mission is

staffed with three direct hires, five U.S. Personal Service Contractors (USPSCs), and 17 Foreign Service Nationals (FSNs).

USAID/KR is seeking highly motivated, highly qualified individuals to manage a complex portfolio of flexible programs designed to assist the continuing transition to a peaceful society with a capable system of governance in the Kyrgyz Republic. USAID/KR works with Kyrgyz government partners, and local and international non-governmental organizations (NGOs) supporting the development of the private sector, agriculture, basic and higher education, improved healthcare, rule of law, protecting human rights, combating corruption, strengthening political competition and civil society, the media, and enhancing the quality of governance. The mission is also responsible for management of conflict reduction programs.

B) BASIC FUNCTIONS

The incumbent serves as the Democracy Specialist in the USAID/Kyrgyz Republic Mission and reports to the Supervisory Democracy Officer. S/he serves as a Mission expert in providing technical leadership and support for a range of democracy, governance, and conflict mitigation issues related to the ongoing democratic consolidation in the Kyrgyz Republic. The incumbent provides substantive input in the design, implementation and monitoring of projects in these areas, involving a full range of project and program design, management, oversight, activity monitoring, data collection, political analysis and evaluation of the democracy, governance and conflict mitigation portfolio in the Kyrgyz Republic.

In this role, the Democracy Specialist must be able to employ his/her knowledge of political, social and cultural developments in the Kyrgyz Republic, as well as possess a background in diverse democracy and governance programming, including rule of law, human rights, media, civil society, parliamentary, local government, elections, political party, conflict mitigation, youth, religion, trafficking-in-persons, and gender development. The Democracy Specialist must be able to effectively develop and cultivate cooperative working relationships with local and international non-governmental organizations (NGOs) and implementing partners, international donors, and government partners in the Kyrgyz Republic. In addition, the employee works closely with and coordinates USAID programs with the interagency partners in the U.S. Embassy Bishkek.

The Democracy Specialist also supports rapid response to requests from the Ambassador and others related to USAID programs and program areas and serves as a key advisor to the Embassy staff on democracy, governance and conflict-mitigation-related issues. The incumbent supervises the democracy, governance and conflict mitigation-related activities of three foreign service national (FSN) Project Management Specialists. The Democracy Specialist, together with the Supervisory Democracy Officer, provides training, mentorship and feedback on performance for the four FSN staff.

The range of responsibilities and functions are outlined below.

C) MAJOR DUTIES AND RESPONSIBILITIES

S/he will serve as a high level decision-maker and provide guidance and recommendations to senior USAID and U.S. Embassy staff. The incumbent will take part in all parts of program life from concept development to implementation, evaluation, and close out.

Duties and responsibilities include but are not limited to the following:

1) Program Development and Management (50%)

The Specialist will play a leading role in the design, oversight, and management of assistance programs to achieve USAID/KR strategy objectives and intermediate results of the democracy, governance, and conflict mitigation portfolio. In fulfilling these duties, the incumbent develops,

oversees, manages, and evaluates health sector development programs. S/he will supervise CORs, AORs, and activity managers for USAID activities in the Kyrgyz Republic and serve as COR, AOR and/or activity manager for selected activities. The Specialist will provide guidance and direction for proposals and implementation of grants, contracts, and cooperative agreements. S/he will assist implementing partners to ensure understanding of the performance monitoring system and their role in the process and advises them on specific measurement techniques appropriate for their programs.

The incumbent will develop concept papers, project authorizations, and project amendments, in line with agency regulations and guidance and will lead or be a key member of technical selection committees for the award of procurement instruments. Designing programs in line with the USAID/KR strategy will require the incumbent to monitor, analyze, and report on political and social conditions in the Kyrgyz Republic to assess assistance needs and priorities. The incumbent will provide support for monitoring and evaluation of democracy and governance sector programs, this will include the plan and design of evaluation instruments as needed to make informed program design and management decisions. S/he will conduct or lead data gathering, research and analysis, and dialogue with counterparts necessary to inform program design decisions. The incumbent will also evaluate the costs, benefits and effectiveness of projects.

The Specialist will also support the development of the Democracy and Governance section in the Operational Plan, Performance Monitoring Plan, and other key documents.

Technical Advice and Special Projects (25%)

The Specialist will be a senior advisor to USAID and other USG agencies on democracy and governance sector development issues in the Kyrgyz Republic and will actively foster and facilitate USG interagency collaboration and cooperation. S/he will perform a variety of duties related to special projects involving the ongoing democratic consolidation in the Kyrgyz Republic.

In particular, the Democracy Specialist will lead USAID or USG discussions related to rule of law, human rights, and media sector reforms in the Kyrgyz Republic. The incumbent will participate in regular and ad hoc donor and government coordination meetings and will provide expert technical advice to all stakeholders on these and other sectoral issues as well as advising USAID and US Embassy senior management on appropriate actions. The incumbent will represent USAID as a technical specialist to a variety of formal and informal coordination groups, including but not limited to the Development Partners Coordination Council (DPCC) and Government of Kyrgyzstan technical working groups. As needed, s/he may be asked to represent USAID at meetings with other donors and the Government of the Kyrgyz Republic.

When required, the Specialist will also prepare technical white papers, implementation and action plans, progress reports, press release, public speeches, and professional correspondence on democracy and governance topics. As relevant, the Democracy Specialist will also conduct research and advise other sector teams to inform strategy and program design and management. S/he will work with other offices within the Mission to generate synergies and complementary activities.

Mentorship (25%):

A crucial piece of the incumbent's job will be mentoring local staff. S/he will advise, train and otherwise support the career development of professional staff responsible for managing democracy and governance sector activities. S/he will contribute to and oversee the development of sub-sectoral technical competencies among DGO staff in strategy and activity development and program monitoring and evaluation.

E) REQUIRED QUALIFICATIONS:

1) Prior Work Experience: This is a position that requires maturity and a minimum of seven years of progressively responsible experience in management of democracy and governance programs, grants, or cooperative agreements, with a proven track record of programmatic accomplishment and professional achievement, demonstrating the ability to function in complex, frequently changing political and economic conditions. At least five years of effective international program development/management experience while residing in a transitional or developing country. At least three years of successful leadership experience in a team environment. Demonstrated expertise in management and evaluation of programs, with extensive knowledge of USAID/State regulations governing all areas of program development and procurement is highly desired. Experience in USAID or knowledge of USAID systems highly desirable. Experience managing programs in Central Asia and the Kyrgyz Republic specifically is preferred.

2) Knowledge, Skills, and Abilities: Excellent project management skills; strong analytical and writing skills as evidenced by previous experience and a writing sample. Exceptional leadership and interpersonal skills and demonstrated ability to work effectively in a collegial and persuasive fashion in a team environment to achieve consensus on policies, activities and administrative matters. The incumbent must have fulfilled mentorship roles in the past and have the strong skills necessary to support team members' development. Technical knowledge of rule of law, human rights, and media sector development in transitional countries is desirable.

Strong ability to interact effectively with a broad range of internal and external partners and USAID clients, international organizations, and host country government officials or NGO counterparts; and to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team.

The incumbent must be fluent in English (working knowledge of Russian or Kyrgyz is preferred but not required) and have proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including technical reports. S/he must have demonstrated ability to produce professional quality statements of work, white papers, and other professional documents in the specified technical areas. The incumbent must be able to make oral presentations logically and persuasively to senior officials, other donors, the NGO community, and to USAID and other USG officials.

3) Teamwork/Interpersonal Skills: Exceptional leadership, communications and inter-personal skills. Ability to develop and maintain high-level, effective relationships with a broad range of host country government officials or NGO counterparts, USAID partners, and other donor organizations. Ability to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team, and to manage staff dedicated to providing flexible technical assistance to key government/civil society counterparts. Technical skills are not sufficient to be selected for this position, as candidates are required to convincingly relate how their experience demonstrates their ability to mentor and develop staff within team environments.

4) Education: A minimum of a Master's Degree in a relevant development-related field (eg: public policy, foreign affairs, law, or other).

F) OTHER REQUIREMENTS

1) Must be an U.S. Citizen and possess or be able to obtain a U.S. Government-issued security clearance at the level of SECRET. 2) Must be able to obtain a State/Med medical clearance to serve in the Kyrgyz Republic. 3) Must be available and willing to commit to the Contract Performance Period of 24 months; 4) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and 5) Must be willing to travel throughout the Kyrgyz Republic and occasionally to other countries in Central Asia.

G) SELECTION CRITERIA:

Prior Work Experience:	20 points
Knowledge, Skills and Abilities:	
- Project Management, analytical and writing skills:	25 points
- Knowledge of democracy and governance sector issues and best practices:	25 points
Teamwork/Interpersonal and Communications Skills:	20 points
Education	10 points
Bonus: Good Working Knowledge of Russian or Kyrgyz Language	5 points
Total:	105 points

Notice to Applicants: The USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

9. APPLYING

Qualified individuals are requested to submit a Optional Application for Federal Employment OF-612 including experience, salary history, list of references, and recent sample of his/her written work (maximum 1-3 pages, i.e. policy memo) no later than COB (6 p.m. Almaty time) January 8, 2014. The form is available at the USAID website, <http://www.usaid.gov/forms/> or <http://transition.usaid.gov/forms/OF612.pdf>. Applications, recent supervisor reference and three (3) personal references, and writing sample may be submitted by e-mail, fax, DHL or FedEx air courier by the closing date, above, to:

Tatiana Rossova
 Personnel Specialist
 Personnel Office
 USAID/CAR Almaty
 41 Kazibek Bi Street
 Almaty, Kazakhstan
 Email: almaexo_hr@usaid.gov
 Fax: 7 727 2507634/35/36

Email or faxed documentation is preferred as mail delivery may be untimely. To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter.

USAID/KR (through USAID/CAR) expects to award a personal services contract for an off-shore or resident-hire US Citizen for a two-year period commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is Bishkek, Kyrgyzstan.

10. Benefits include post differential, housing, and other benefits per USAID regulations. Basic household furnishings will be available in quarters to be provided by USG.

11. For more information about USAID/Kyrgyz Republic see <http://www.usaid.gov/kyrgyz-republic>

Attachment 3

AS A MATTER OF POLICY, AND AS APPROPRIATE, A PSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. BENEFITS

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase
Eligibility for Worker's Compensation
Annual & Sick Leave
Eligibility for 401(k)

2. ALLOWANCES* (if Applicable).

(A) Temporary Lodging Allowance (DSSR Section 120).
(B) Living Quarters Allowance (DSSR Section 130).
(C) Post Allowance (DSSR Section 220).
(D) Supplemental Post Allowance (DSSR Section 230).
(E) Separate Maintenance Allowance (DSSR Section 260).
(F) Education Allowance (DSSR Section 270).
(G) Education Travel (DSSR Section 280).
(H) Post Differential (DSSR Section 500).
(I) Payments during Evacuation/Authorized Departure (DSSR Section 600), and
(J) Danger Pay (DSSR Section 650).

LIST OF REQUIRED FORMS FOR PSCs

1. Optional Form 612.
- **2. Medical History and Examination (DS-1843).
- **3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- **4. Questionnaire for Non-Sensitive Positions (SF-85).
- **5. Finger Print Card (FD-258).

NOTE: Form 5 is available from the requirements office.

* Standardized Regulations (Government Civilians Foreign Areas).

** The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

3. POLICY GUIDANCE PERTAINING TO PSCs

a) ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) and CONTRACT INFORMATION BULLETINS (CIBs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs and CIBs apply to this contract.

b) AIDAR: The Agency for International Development Acquisition Regulation (AIDAR) Appendix D - Direct USAID Contracts With U.S. Citizens or U.S. Residents for Personal Services Abroad found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf> is the primary regulation governing USPSCs for USAID.